

Chapter 18 - Placement Change Notices

Placement Change Notices

Before entering any vouchers for placements, a PCN or Placement Change Notice must be in place on every child that you wish to create a voucher for. PCN's tell the system how long the child has been in placement at every facility that they have been placed at and how much money is being charged per night for this child.

Whenever the child is placed at a different placement, it is important to remember to issue another PCN to update this child's placement.

Entering Placement Change Notices:

A PCN must be entered onto the child's event screen. Following is the process of entering a Placement Change Notice.

You will need the following information before you can enter the PCN>

1. The child's case number that they were placed under.
2. The child's petition number that they were placed under.

The easiest way to enter a Placement Change Notice is from the <F9> name lookup screen.

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup

Enter a "1" to request "SNDX" Sound index lookup
Enter a "2" to request "NAME" Name lookup
Enter a "3" to request "NAME" Adoption lookup

Enter request number here-> 2 name here-> TEST

Nxt Tran Type INQ Case# 00000000 Petn# 00000000 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil
F9=Start over F14=Dkt.Inq F16=Inv.cal.

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Enter the name of the child on the line that is displayed on the screen and press <Enter>. The system will return the following screen for you.

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup **NAME**
Highlighted name has a A/R Master Party Case

Name	Birth Date	Case #	Sfx	Typ	Typ	Petrn#	Pub
- TEST ,,		00000001		CPS	DJ	00000951	PUB
- TEST BINSFELD CASE 06,CHILD 03,,		01009006	3	NA	NA	10090063	EXP
- TEST BINSFELD CASE 4,CHILD 01,,		01009004	1	NA	NA	10090041	EXP
- TEST BINSFELD CASE 6,CHILD 01,,		01009006	1	NA	NA	10090061	EXP
X TEST BINSFELD CASE 6,CHILD 02,,		01009006	2	NA	NA	10090062	EXP
- TEST BINSFELD 7,CHILD 1,,	8/15/1995	01009007	1	NA	NA	10090071	EXP
- TEST BROTHER,,	12/12/1995	01000012		SB1	NA	00000000	EXP
- TEST CASE TYPE CHANGE,,		00612601		NA	NA	00000001	SUP
- TEST CASE TYPE CHANGE,,		00612601		NA	NA	00000002	SUP
- TEST CASE, NEW JEVTUPD, TL TYPE,,		01000206		TL	TL	00000001	EXP
- TEST DELINQUENT CHANGED,,	5/15/1990	11009008		DL	DL	11009008	PUB
- TEST FATHER ,,	4/28/1970	01000012		AF1	NA	00000001	EXP
- TEST LINE 10,,		02020202	1	NA	NA	02020202	PUB
- TEST NAME AGAIN,,		00100216		W01	NA	00000001	PUB
- TEST NAME AGAIN,TEST,		00001004		AKA	NA	00000000	PUB

More...

Nxt Tran Type INQ Case# 00000000 Petrn# 00000000 Event# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil
 F9=Start over F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

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Select the child that you want to add the PCN to by placing an "X" next to the child's name and then pressing <F2>. The system will then position your cursor on the next tran line. You will need to enter the following information into the next tran line and then press <Enter>.

NXT TRAN	EVT	TYPE ADD	CASE NBR	895019	PET	8950191	EVT	PTY
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The system will display the following screen.

Event	ADD	Case#	01009006	Petition#	10090062	Type	NA	Filed	0201 2000
Jurist	10066	AGER		Attny	34306	AARDEMA		Worker	96102
Name	TEST BINSFELD CASE 6/CHILD 02//				DOB		Gen		Race
Petition Opened	201	2000	Jurist	10066	Adjud	401	2000	Jurist	10066
Code	AAL								
Offense: Date	201	2000	Loc	ALM	Petitnr	APD	SSN	454322266	CTN
Num	Date	Cg	Typ	Comments			Jurist	Attny	
9	801 2004		PCN						
Results						Pgm		Status	
Placement	123		Special Rate		Placement Type		Custody	ICU	
Next Hearing			Time		Type		Jurist	Chg	Courtroom
Party Type		Attny		Party Type		Attny		PPI	
Bond: Type		Amt		Act Typ		Date			
Posted By		Receipt							
Curfew of		Sun. thru Thurs. and		Fri. and Sat.					
Form nbr requested		Sign Jurist							
Nxt Tran	EVT	Type	ADD	Case#	01009006	2	Petn#	10090062	Event#
Pty									
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt	F6=System					
F8=Probate	F9=Name Inq.	F10=Attny Inq	F13=Notes	F14=Dkt.Inq	F16=Inv.Cal				

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Following are explanations of the fields that must be entered on a PCN event.

NOTE: You can't enter PCN events when using multiple event add. Every PCN has to be added to a specific case, suffix and petition.

~Date~

This is the date that the child entered placement. Enter the first day that the facility began charging you for this placement.

~Type~

This is the event type. It must be **PCN**. If you do not use the PCN event code you will not be able to create vouchers for the placement.

~Placement~

This is either the facility number or a party type. If you are placing a child in a facility/foster home you will need to enter the facility number. Prompt <F4> for a list of valid facility/foster homes. If you are placing a child with the parent or a relative, you will need to enter the party type of the person they are being placed with. If the case is being closed, you can enter CLO in this field telling the system that the placement is closed.

~Custody~

This is either ICU - In custody of the court if the child is placed outside of the parental home or NCU - Not in custody if the child is at home or returned home.